



## CITY OF LONG BEACH

### EMPLOYMENT OPPORTUNITY

Community Program Technician I (Full Time/Unclassified)

FSS Program Specialist –Housing Authority Bureau

\$16.607 - \$22.696 per hour

## DEPARTMENT OF HEALTH & HUMAN SERVICES

### POSITION:

The City of Long Beach Department of Health and Human Services, Housing Authority Bureau is recruiting for a Community Development Technician I to serve as a Specialist for the Bureau's Family Self Sufficiency Program (FSS). Under the direction of the Housing Assistance Officer, this position is responsible for the recruitment and case management of families participating in the FSS program and Section 8 Housing Choice Voucher Homeownership program. The position is located at the Housing Authority Bureau, 521 E. 4<sup>th</sup> Street in Long Beach, CA.



### EXAMPLES OF DUTIES:

- Performs recruitment, outreach and enrollment of program applicants.
- Coordinates with Section 8 Occupancy staff to update FSS participants for purposes of enrollment, eligibility, forfeiture, termination and completion.
- Develops and coordinates methods to assist the clients with resources and referrals for supportive services, educational opportunities, job training, and job development as well as entrepreneurial endeavors.
- Reviews, analyzes and implements complex federal program regulations as they relate to the FSS program and homeownership.
- Explains regulations, policies and procedures of the FSS program to participants and other interested parties.
- Teaches workshops on money management, homeownership, and credit repair.
- Provides technical and operational support for the development and implementation of new policies, procedures and guidelines for the FSS program.
- Works in partnership with service providers to ensure they are the appropriate referral sources.
- Assists in developing Initial Training and Services Plan for participants.
- Performs other related duties as required.

### QUALIFICATIONS:

- High School Diploma or equivalent required; Bachelor's college degree is desirable.
- Two years paid experience providing technical support for the delivery of programs, activities, and services to further housing, job development, skills assessment, and career or family counseling with at least one year of experience working directly with the public. (College education in a related field may be substituted for the required experience on a year-for-year basis).
- Valid California motor vehicle operator license.
- Experience with HUD Section 8 Housing Choice Voucher Program is highly desirable.
- Bilingual English/Spanish is highly desirable.

### SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Excellent written, verbal, and interpersonal communication skills
- Ability to work independently with general supervision and exercise sound judgment.
- Ability to work within deadlines, manage multiple assignments, and set appropriate priorities.
- Excellent customer service skills.
- Proficiency in e-mail and Microsoft Office, including Word, Excel, Access, and PowerPoint.

### APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, October 23, 2015. To be considered, please email a letter of interest, and resume to the email address below. Please include "Req HE16-017 HA CPT- FSS " in the email subject line.

**[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov)**

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-017)

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***

*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.*

*If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.*